DOCUMENT RESUME

ED 184 541 IR 008 217

TITLE	New Hampshire Library Trustees Handbook.
INSTITUTION	New Hampshire Library Trustees Assoc., Concord.
PUB DATE	77
NOTE	37p.
AVAILABLE FROM	New Hampshire State Library, Concord, NH ($1.00)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Administrative Policy: *Governing Boards: Government Role: Legal Responsibility: *Library Administration: *Public Libraries: State Libraries: *Trustees
IDENTIFIERS	*New Hampshire

ABSTRACT

This guide provides basic information as a reference manual for the use of officials appointed and elected to serve on public library boards throughout New Hampshire, and offers guidance to library governing boards in meeting the challenges of trusteeship of the state's public libraries. Topics covered include trustee qualifications, trustee/librarian relations, trustees' financial and legal responsibilities, the New Hampshire statewide library development program, the New England Document Conservation Center, public relations, public library and school library relations, library organizations, the state library role, the federal government role, library abbreviations, library policies, and a budget guide. A bibliography and a library bill of rights are included. (FN)

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NEW HAMPSHIRE

LIBRARY TRUSTEES

HANDBOOK

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Distributed and printed by the
New Hampshire State Library, Concord, New Hampshire 03301
for the
New Hampshire Library Trustees Association
$1.00 per copy
1977

IR008217

FOREWORD

The New Hampshire Library Trustees Handbook was first published in 1965 by the New Hampshire Library Trustees Association. A committee of the Association has completed this second edition, which is a revision of the original.

The Handbook provides basic information as a reference manual for the use of officials appointed and elected to serve on public library boards throughout New Hampshire. In addition, it offers guidance to library governing boards in meeting the challenges of trusteeship of New Hampshire's public libraries.

The State Library has enjoyed its close working relationship with trustees over the years and stands ready to assist them in the continuation of high standards of public library services in New Hampshire.

Avis M. Duckworth
State Librarian

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The Handbook Committee gratefully acknowledges the professional and technical assistance of the State Librarian and her staff. We hope you will enjoy the pictures of New Hampshire library architecture.

New material will be sent to you from time to time as need arises to be inserted in your Handbook.

Barbara Johnson, Ch.
Susanne Holcombe
Natalie Shores
M. Lee Harvey, ex officio
David Washburn, ex officio

Cover design by S. Holcombe

WHAT IS A GOOD LIBRARY?

A good library is a basic educational community resource for all citizens to be used throughout their entire lives.

It includes a collection of books, periodicals, records, films, and related materials.

Its services are organized and administered by a competent staff hired or approved by trustees.

It serves the needs, interests and concerns of all ages, groups and businesses by providing the best possible materials for information, recreation, and enrichment.

It presents lectures, concerts and related programs occasionally as a community service.

The good library, through every means at hand, encourages use of its facilities and offers guidance and assistance to its users. It is accessible to all and a link to district and state facilities.

WHAT MAKES A GOOD TRUSTEE?

An interest in the library and an active concern for its growth and improvement.

Time to devote to the library.

A recognition of the library's importance and potential influence as a center of community culture and continuing education.

A general knowledge of library procedures to permit intelligent decisions.

Awareness of the community--its present and potential needs, interests and resources.

A familiarity with state and national library standards and developments.

A knowledge of legal responsibilities and authority.

Ability to secure funds for the library.

Courage, imagination, dedication and vision.

The ability to work cooperatively to achieve a library program developed by the entire board to serve the entire community.

HOW LIBRARY TRUSTEES ARE CHOSEN

In towns where public libraries have been established and are supported by public funds, New Hampshire law provides that library trustees be elected at town meeting, to serve a three year term (RSA 202-A:6). The majority of our state's trustees are so elected.

Public libraries originally established by donations or bequests sometimes have other provision for the constitution of the board--for example, the board may itself elect or appoint to fill vacancies. In such cases, there often must also be one trustee elected by the voters to represent the public (RSA 202-A:7).

In cities, the number of library trustees, method of selection, length of term, and scope of authority are established by city charters or codes. Though there are exceptions, in most cases the trustees are appointed, either by the mayor, mayor and council, council alone, or city manager. The amount of control such trustees actually have over library matters varies from city to city.

However the trustees are chosen, the most effective boards consist of dedicated, informed citizens representing a cross section of the community. There should be continuity of service to provide for the wisdom of experience, but there should also be change to provide for the infusion of new ideas. No trustee, no matter how dedicated and no matter how effective, should serve indefinitely, for there is danger that too-long-continued service will result in loss of enthusiasm and inflexibility of thinking. Boards with a tendency to self-perpetuation should be on guard against this danger--and the conscientious trustee will ask himself from time to time at what point the library's interests will be better served by relinquishing his place on the board.

PETERBOROUGH

TOWN

LIBRARY

THE TRUSTEE AND THE LIBRARIAN

The selection of a competent librarian is the most important responsibility of the library board. Personality, academic education, professional training, and experience should be taken into consideration--along with intelligence, enthusiasm, imagination, a love of books, and an ability to get along with people.

It is recommended that a library which is open full time employ a professionally trained librarian. Recognizing that it is not always practical for communities of less than 5,000 population to employ a full time, professionally trained librarian with a master's degree in Library Science, the University of New Hampshire, cooperating with the State Library, offers a program of courses. These include two one-week summer courses in library techniques and free extension courses in the Spring and Fall. Trustees should encourage untrained librarians to attend these courses. Upon completion of the courses a certificate is granted. Scholarships are available, and information about them may be obtained from the State Library.

It is necessary that there be mutual understanding between the Board of Trustees and the librarian on basic purposes and goals and that they work together to achieve them. Certain responsibilities are shared by the trustees and the librarian. Others are separate, and should be recognized.

> In general, it may be said that the library board establishes policies, the librarian administers the library under those policies.

The library program moves toward greater community effectiveness and service only when there is cooperative endeavor. Mindful of this, then, let us consider what the specific responsibilities are.

OLD

HOWE LIBRARY

HANOVER

RESPONSIBILITIES

TRUSTEES	LIBRARIAN
A. Policy and Objectives	
Establish policies to meet community needs and govern the operation of the library. Determine strength and weaknesses to plan for future growth. Promote the development and improvement of the service.	Recommends plans for library growth and means for implementation. Administers library, carrying out policies adopted by the trustees. Suggests ways of improving and extending library services. Selects books and other materials to be purchased in cooperation with the book committee if applicable.
B. Finances	
Work with the librarian in preparing annual budget. Present the financial requirements to local government officials. Actively work for public and official support of the budget. Obtain special capital budgets needed for major building improvements (i.e. separate warrant articles). Administer gifts as written. Explore all other possible revenue sources.	Makes recommendations for present and anticipated budget needs. Attends budget hearings. Presents the financial requirements to city officials.
C. Personnel	
Employ a head librarian and establish conditions of employment. Provide good salary or wage scale including fringe benefits such as vacation, sick leave, insurance, etc. Encourage professional education.	Employs and directs staff. Supervises maintenance. Recommends improvement in working conditions, fringe benefits and salaries. Encourages professional education.
D. Education	
Welcome new trustees and staff. Learn Board meeting procedures. Know resources. Attend local and regional meetings.	Welcomes new staff and trustees. Informs trustees of meetings and workshops. Knows resources.

D. Education (continued)

Join New Hampshire Library Trustees Association.

Attends local and regional meetings.
Joins the New Hampshire Library Association.
Encourages staff to attend library courses.

E. Public Relations

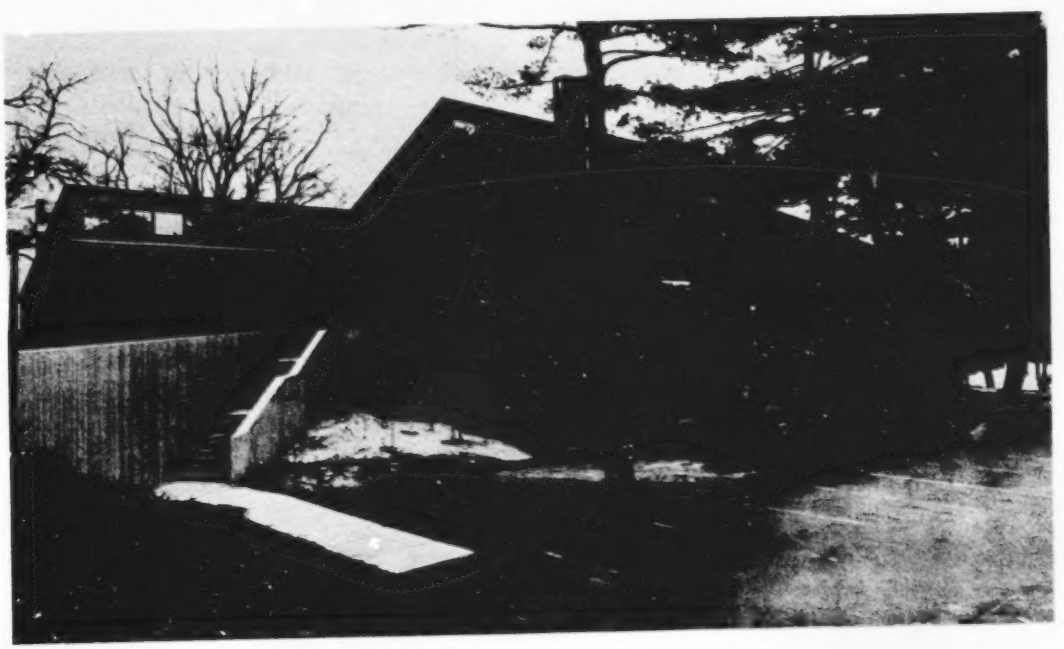
Serve as a connecting link between library and community interpreting the one to the other.
Present financial and progress reports to officials and public.

Conducts a forceful public relations program.
Prepares regular reports on progress and needs of the library.

F. Legislation and the Law

Promote and support legislation to improve library service.
Be familiar with current laws, especially library laws.

Be familiar with current laws.



NEW HOWE LIBRARY, HANOVER

THE BOARD AND MEETINGS

The library board should be organized to conduct its business as efficiently and effectively as possible. It is important that all trustees attend all meetings, and that the librarian be present at all meetings except those at which salary or tenure is under discussion. Regular meetings should be held monthly or at least quarterly and special meetings will occasionally be necessary when there are unusual situations or problems.

A board must have a set of permanent by-laws which must be available to the public, covering such matters as time and place of regular meetings, order of business at regular meetings, date of annual meeting (as soon as possible after the annual election or appointment of new trustees), definition of what constitutes a quorum (usually a simple majority), parliamentary rules to be followed, and list duties of officers and committees. Under the right-to-know law meeting notices must be posted in two public places and minutes posted no later than 72 hours after same.

The position of chairman of the board--an important one requiring leadership, tact, and a thorough understanding of the library's problems and goals--should not remain with one person but should be rotated among the board members. A good chairman and a carefully considered agenda make for stimulating, accomplished board meetings. Business is conducted more smoothly and efficiently if prior to each meeting the chairman and librarian prepare an agenda and send it to all members so that they may come ready for discussion.

Accurate minutes of the proceedings should be recorded by the secretary (in some cases the librarian acts as secretary). Copies of the minutes should be sent after each meeting to all members, placed on file in the permanent records and be available to the public.

A treasurer responsible for Town and Trust funds must be bonded and should submit regular reports to the Board on the financial status in relation to the current budget. The treasurer helps with the annual budget and makes a year-end report to the Town.

Regular reports from the Librarian on activities, statistics, general maintenance and administrative operation are essential for knowledgeable board decisions.

Every library board should have a written statement of administrative policy* with which each trustee should be familiar. This statement of policy is especially important for any New Hampshire library participating in the Statewide Library Development Program. It must be on file at the State Library. It should be subject to constant review and revised as needed.

*See appendix sample.

TRUSTEES AND THEIR RESPONSIBILITY IN FINANCIAL MATTERS

THE FIRST DUTY OF A BOARD OF TRUSTEES IS TO SEE THAT THE LIBRARY HAS SUFFICIENT MONEY TO OPERATE A LIBRARY PROPERLY. The members of the board are expected to request a sum of money to provide good library facilities and service. To support this request facts and figures must be presented to the appropriate town or municipal agencies. If funds are reduced or denied, it is the Trustees prerogative to seek the reinstatement of such funds from the people at Town Meeting or from the City Council. IT IS THE OBLIGATION OF THE CITY OR TOWN UNDER THE LAW TO PROVIDE FUNDS.

The board of trustees shall prepare, in consultation with the librarian, an annual budget. This budget should be detailed, should be presented in comparison with the previous year's expenditures, and should provide an explanation of any unusual increases or decreases. A separate budget request via special warrant article must be submitted for new construction or capital improvements of existing library property.

The board of trustees shall expend all money raised and appropriated. It is the business of the board to spend the money, not to save it. Obviously, it is not meant that the trustees are to be wasteful, but merely that all of it be spent in the many and demanding needs of the library. The treasurer should authorize expenditure of the money according to the budget and be authorized to pay all usual and ordinary bills upon their receipt without further action of the board. All extraordinary bills should be approved by the board before payment. Should supplemental funds be needed during the year, application must be made to the Budget Committee or other municipal financial body (i.e. emergency building maintenance, etc.).

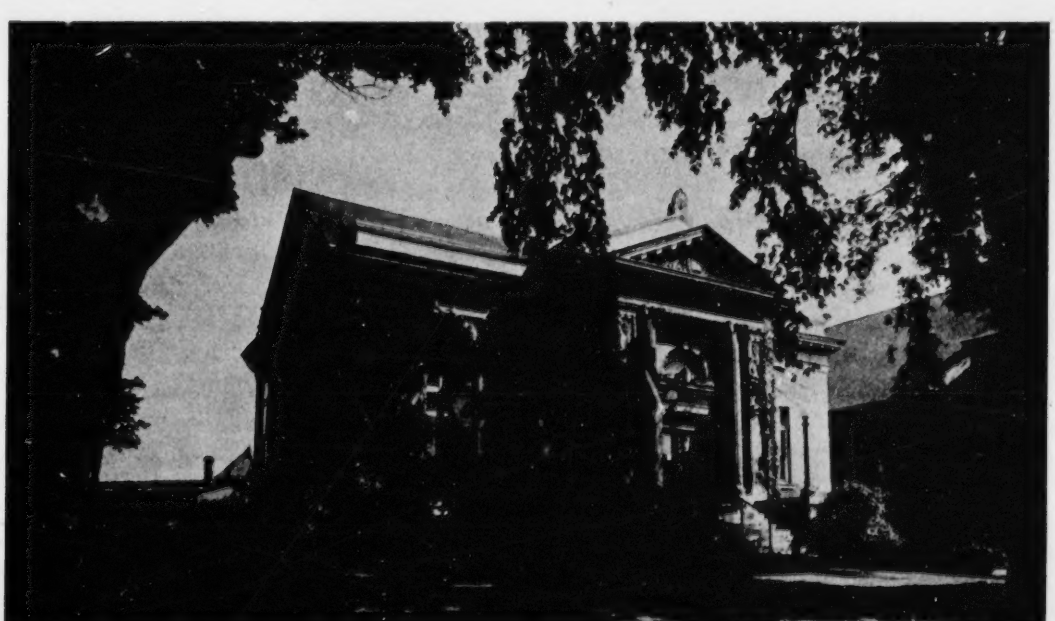
The income from trust funds is to be spent in accordance with the terms of the bequest or donation. Most trust funds are administered by the local Trustees of the Trust Funds of the municipality rather than by the library trustees. An exception to this, however, exists when the donor specifically directs the library trustees to administer the funds. They must do it in accordance with the State of New Hampshire trust laws. In any case, the total income of the trust funds is to be turned over to the library trustees annually unless otherwise provided for by the trust instrument. THE TRUSTEES MUST CONSIDER THE AMOUNT RECEIVED FROM TRUST FUNDS TO BE SUPPLEMENTAL TO THE AMOUNT RECEIVED FROM CITY OR TOWN APPROPRIATIONS. THEY SHOULD NOT PERMIT THE APPROPRIATION TO BE LOWERED BECAUSE TRUST INCOME IS AVAILABLE. The donor of a trust fund intends to add to the income of a library, not to relieve the burden of taxation.

Every trustee should become familiar with all sources of library money; public funds, trust funds, gifts, sales of books and fines, etc. Fine money and reimbursement for lost books must by law be spent for books (RSA 202-A: 11, III). The trustee should be aware of available funds from private, State and federal sources.

Annual reports by the Board and treasurer must be submitted each year for presentation to the Town or City and also to the State Library. So far as finances are concerned, this report should note all receipts and their sources; should note all expenditures by categories; should have a statement of unexpended balance together with an explanation of it; and a record of all bequests and donations received.

It is advisable for every library to carefully evaluate its insurance needs. The usual fire and theft insurance of the building, its furnishings and collection are seldom forgotten. However do not overlook liability insurance to cover a patron or employee injured on the property. Consideration should be given to the possibility of insuring all town buildings under one policy usually resulting in lower costs. The same insurance company can provide a Treasurer's bond when necessary.

In recent years personal injury liability insurance has been developed as a result of civil liberty suits which may necessitate considerable legal expense on behalf of the librarian, staff or trustees. The most common suits seem to involve discrimination or censorship charges.



FRANKLIN PUBLIC LIBRARY

LEGAL RESPONSIBILITIES AND RIGHTS OF TRUSTEES

All trustees must be familiar with the current New Hampshire Library Laws published by the State Library. Some of the basic laws follow but for more details trustees should refer to the specific statute.

THE BOARD

1. To take the oath of office by law prescribed, before the moderator at Town Meeting, or before the town clerk or one of the selectmen or a justice of the peace, all of whom are authorized to administer the oath. No person chosen or appointed to any public office, under the law, shall exercise such office or perform any act therein until the oath of office (RSA 42:2) has been taken. The form of the oath to be administered to town officers shall be: "You do solemnly swear that you will faithfully and impartially discharge and perform all the duties incumbent on you as a (library trustee), according to the best of your abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire. So help you God."

2. To conform to town or city statutes as to number of trustees; and term of office.

3. To notify appropriate authorities (Selectmen, Mayor, etc.) of vacancies on the board and exercise the privilege of recommending names for vacancies on the board.

4. To elect a representative and alternate to the District Advisory Council, if the library is participating in the Statewide Library Development Program (RSA 202-C:4) for a three year term.

5. To see that a special trustee is elected by the town, if demanded by circumstances (RSA 202-A:7).

6. Compensation of trustees is forbidden except for travel expense or if stipulated in terms of a bequest or gift (RSA 202-A:14).

PHYSICAL PLANT

1. To manage and take care of the library building and property. The power to buy or sell town real estate does not fall within the express or implied statutory authority of the selectmen nor of the library trustees but is one to be exercised by the town itself through its inhabitants (RSA 31:3). In cities, the city council has the responsibility for the building and its maintenance.

2. To add to or alter the building. If additions and alterations are to be made, follow RSA 280, if applicable.

3. To obtain loans or grants needed for construction or rehabilitation. (Consult the State Library for information and procedure to obtain New Hampshire and Federal aid.)

4. To recover and protect books (RSA 202-A:25).

5. To recover for damages or destruction of library property (RSA 202-A:24).

LIBRARY PERSONNEL

1. To appoint the librarian and in consultation with the librarian other employees (RSA 202-A:11, V).

2. To remove or discharge employees. Follow RSA 202-A:17 exactly.

3. To pay wages. If library is not owned by a municipality, wages are controlled by RSA 279:21-22, Minimum Wage Law. Be familiar with charter or town agreements as to health, life insurance, or state retirement for city or town employees. Withholding for social security and other federal taxes usually is necessary.

REPORTS, REGISTRATIONS AND RETURNS

1. To make an annual report to the town, and to the State Librarian when requested.

2. To register with the State of New Hampshire and file a federal return, if a charitable trust is involved.

3. To apply to Portsmouth Internal Revenue Department for a federal tax exemption number to exempt donations and accept certain bequests, if library does not operate with public funds.

4. If the library comes under F.I.C.A., payments must be made via the New Hampshire Health, Education and Welfare office in Concord, N.H. (RSA 101).

LIMITATION OF TRUSTEE ACTIVITY

1. Exceeding authority legally given trustees may subject trustees to personal liability. If in doubt, consult the State Library or City or Town Attorney. This is particularly true in cities where libraries may be governed by the provisions of city charters.

2. Even if the trustee feels the library will benefit, trustees should not attempt to draw up contracts, easements, wills, trusts, deeds, or other legal documents.

CENSORSHIP

1. Trustees have no legal right to ban books on basis of their personal opinions.

2. Public relations, if not the law, dictate discretion along community lines. Current laws are being questioned at all levels and as yet there are few clear cut decisions.

RELATIONS WITH CITY OR TOWN WHERE LIBRARY IS SITUATED

1. See RSA 31:4, 31:39, 47:17-21 powers of towns and cities to establish and maintain FREE libraries.

2. In a city it is the trustee's duty to know the provisions of the charter pertaining to libraries.

SAMUEL H. WENTWORTH LIBRARY, SANDWICH

NEW HAMPSHIRE STATEWIDE LIBRARY DEVELOPMENT PROGRAM

The Statewide Library Development Program was formed to improve New Hampshire library service. In 1965 the first step to encourage higher standards for libraries was taken by calling representatives from all libraries to meet. They discussed how to strengthen local libraries and how to give improved service throughout the State. These meetings held in each region worked to create acceptable standards and to establish district councils as recommended.

Once the goals were determined, incentives to join the Statewide Library Development Program were established. A period of time was allowed for the libraries to meet the standards and qualify for affiliation in the program. Affiliation assures priority status for certain services and funding from the State Library when available.

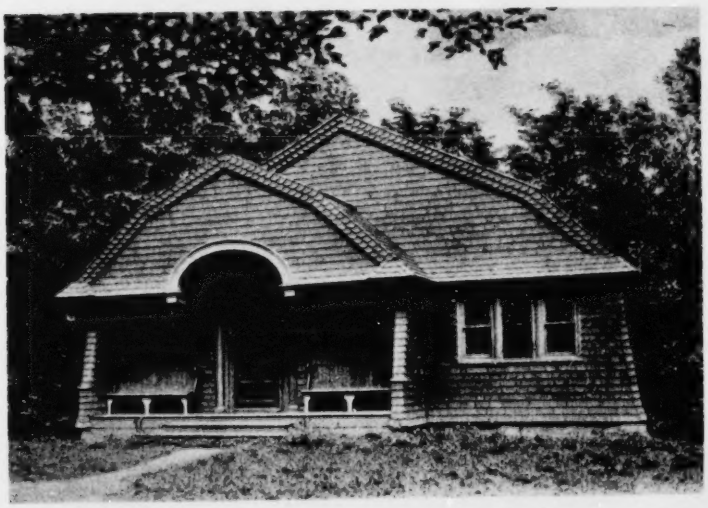
Today by law (RSA 201:C) the State is divided into four library districts. Each district has an advisory council which serves as a policy making body, provides liaison among member towns, makes recommendations to the State Library Commission and develops a program of services. The District Advisory Councils function under their own by-laws, electing a chairman and a vice-chairman from the representatives. The District Consultant serves as the permanent secretary to the council because the State Library is the administrative agent for the program.

The Board of Trustees of each participating library appoints for a three year term a representative and an alternate. These representatives may be a trustee, librarian or interested citizen. Either the representative or alternate must be a librarian. Thus representatives of local libraries have a voice in State Library policy through recommendations from the DAC to the State Library Commission.

Any library in the State may become an affiliated library upon request to the State Library Commission by meeting requisite standards. These standards established by the four Councils themselves, are subject to revision as needed. Trustees should be cognizant of the current standards. Some advantages of affiliation are priority to receive federal and state funds when available, access to certain cataloging facilities provided by the State Library, patron access to statewide library borrower's card, participation in Council meetings and workshops and a voice in determining statewide library policy.

Service center libraries are larger libraries located throughout the state which provide service for neighboring communities. Boards of Trustees may apply to the State Library Commission for service center status if recommended by their District Council. They receive grants when available for books and services in proportion to the population served.

Participation in the statewide system is entirely voluntary. Library trustees should investigate affiliation and study the law itself. Increasingly, library service is being recognized as a joint responsibility of the local, the state and the federal government. It is the duty of the library trustees to be aware of current legislation and to encourage support on all levels to strengthen and improve library service.



JACKSON

PUBLIC

LIBRARY

THE NEW ENGLAND DOCUMENT CONSERVATION CENTER

The Center was established by the New England Library Board under the Interstate Library Compact RSA 201-B. Located in North Andover, Massachusetts, its emergency disaster team can be called for help with salvage and recovery operations following disaster emergencies. The emergency telephone is 617-686-9669.

Another valuable service of the Center is continuing education via schools and workshops to assist institutions in carrying out conservation programs. This education enables librarians to recognize techniques that will be effective in helping them keep library materials in good condition. In addition to teaching preventative maintenance the Center also has facilities to restore and preserve the physical condition of books, prints, maps and other documents.

PUBLIC RELATIONS

Good relations between the trustees, staff and the public are essential. A major responsibility for every Board of Trustees and each staff member is to "sell" the library to the public... not only to get its materials more widely used, but to secure strong, enthusiastic support for the library including the budget.

The aim of public relations should be:
- To inform the public of library services
- To encourage use of the library and its resources
- To obtain citizen support for library development

Does your library tell about its services such as:
- Storyhours and reading programs
- Audio-visual materials and film programs
- Special books for young children
- Reference material for research
- Periodicals for special interest
- Special programs (craft, music, art)
- Large print books for visually handicapped
- Library materials to nursing homes and other institutions
- Direct aid to local organizations
- Phone reference service

Does your library:
- Make major use of both National Library Week and Children's Book Week
- Promote library use and call attention to your library
- Cooperate with your schools
- Invite town officials to board meetings
- Hold open houses or other affairs to draw in more of the public
- Keep adding new books and materials

If your library does these things, or even some of them, here is a source of excellent continuing library news. By maintaining good public relations we see in New Hampshire expanding local library support, additions and modernization of library buildings and extension of library services. Without it, libraries have failed to halt budget cuts, services decline and patronage decreases.

Therefore trustees should see to it that someone--preferably the librarian, though a trustee could do it--is directly and personally responsible for news releases. Every local editor or radio programmer is constantly on the lookout for news. If library material is reasonably well written, or contains solid facts allowing it to be rewritten, it will fill this kind of need.

Trustees must "talk up" the library at every opportunity as, naturally,

should the librarian. It is especially important to make the public aware of the library's needs just prior to budget committee sessions and Town Meeting. Trustees and librarians should always be available to talk about the library at community gatherings.

THE PUBLIC LIBRARY AND SCHOOL LIBRARY RELATIONSHIP

The public library and school library relationship has for some time been the subject of much thought and exploration by library people on both the state and national level. Each library should define its function and objectives in relation to student service. Communication should be established at all levels to encourage local public and school libraries to cooperate and to exchange information, resources, ideas, and points of view. Whatever the details of policy, the important objective to keep in mind is the person for whose ultimate benefit the school and public library exist. There are as many different situations as there are communities. Each one has its own set of circumstances to which it must adapt and its own problems which it must meet.

Close cooperation can mean many dollars saved for the towns and cities. Avoiding duplication of costly reference materials is one of the obvious budget savings. School and public librarians must know what is in each collection so that the student and public may benefit. For example, a public library may have a good collection of New Hampshire and local history material whereas the school library may be stronger in audio-visual materials.

Joint consideration should be given to sponsorship of special programs such as Red Wagon, craft workshops and nature studies to avoid duplication. Joint mending workshops and other technical meetings are valuable when shared.

In recent years the growth of both public and school libraries has advanced rapidly. Many different staffing techniques are in use from aides to paraprofessionals to library science people with many variations of each. It has become clear that close communication with the public library brings many advantages to the students and at the same time tends to introduce, especially to the small public library, new resource materials. Close cooperation between all libraries is beneficial to everyone.

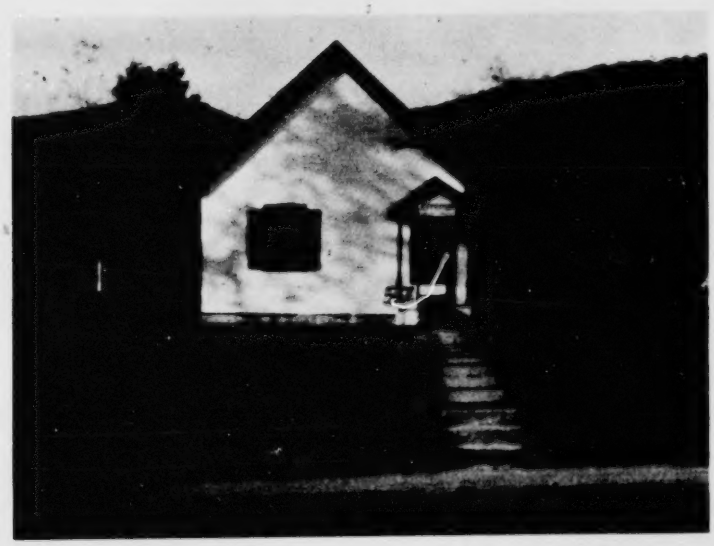
FRIENDS OF THE LIBRARY

Friends of the Library working in cooperation with the Trustees and librarian provide valuable support and assistance for the local library program. Membership of civic-minded individuals interested in the library, participate in programs and services to improve, expand and promote good library service for their community.

Each Friends group determines its own program of activities depending on the needs and aims of the local library program. Friends' activities include volunteer assistance as needed, fund-raising for special materials or equipment, and of major importance, service in a public relations capacity interpreting the library program and its needs to the community.

The trustees, librarians and the friends, working together, constitute a strong library team, but in order to function effectively, it is of basic importance for each segment to clearly understand its role on the team. The Friends of the Library, a volunteer organization, works in cooperation with the librarian and trustees for the general improvement and expansion of local library service.

Sarah Wallace in her publication Friends of the Library states "The first key to successful cooperation is mutual understanding" and the ultimate success of library teamwork is based on active cooperation, good communication and coordination in planning and implementing the library program.



JEFFERSON

PUBLIC

LIBRARY

LIBRARY ORGANIZATIONS

The New Hampshire Library Trustees Association

This is perhaps the most important organization for the New Hampshire library trustee, and one in which he should certainly become active, since it is most directly concerned with the problems he faces. At NHLTA meetings and conferences there is always stimulating talk of library needs and trends, problems and solutions, and such talk helps the trustee not only to function more effectively in his own library but also to see his own place in the whole library system. Nationally known figures in the library world -- both trustees and librarians -- have addressed the Association, and there is always a valuable exchange of experience and ideas among New Hampshire trustees. Trustees should give priority on their calendars to the meetings of NHLTA. NHLTA Board members may be called upon for consultation and help with problems. Dues notices are mailed the first of the year and are an acceptable library expense.

The New Hampshire Library Association

This is the professional organization of New Hampshire librarians. Trustees should urge all members of their library staff to join NHLA. They may themselves become members, as librarians may also become members of NHLTA. Many people connected with New Hampshire libraries do join both organizations to their mutual benefit and the benefit of the public which a library is designed to serve.

The New Hampshire Library Council

The NHLC, composed of two delegates from each member organization among which are NHLTA and NHLA, coordinates library activities within the State and sponsors an annual conference. This provides liaison between the organizations to produce better service throughout the State at all levels of library service and awareness of the strengths in each area.

The New England Library Association

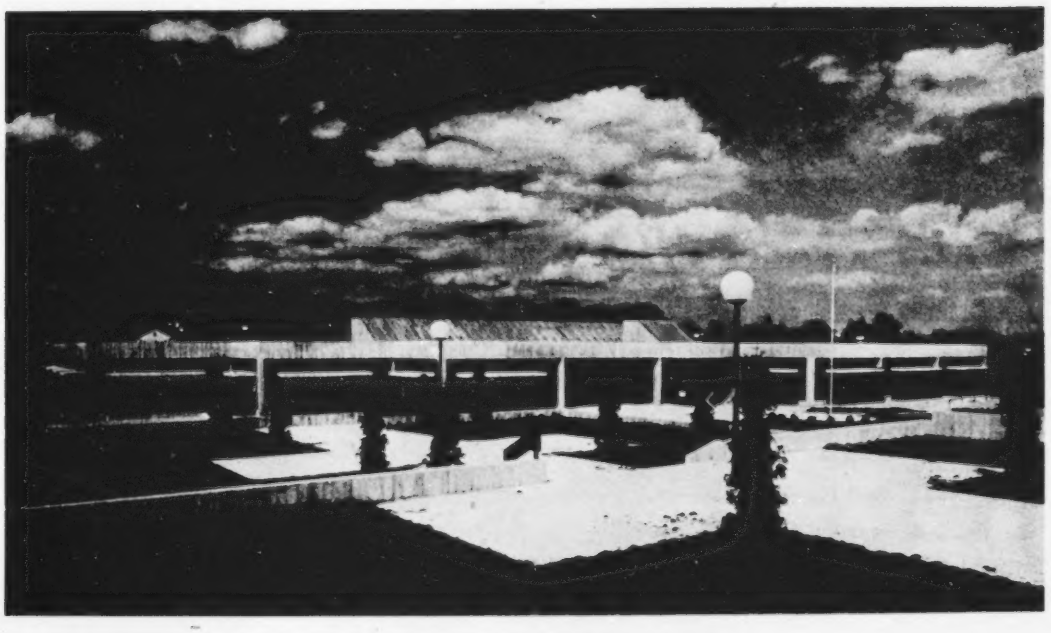
NELA provides an opportunity for all library connected people in our six state area to meet on a common ground at least annually. Exploration in some depth of problems shared by many libraries in the region and exhibits of new library materials are of great value. Annual dues are set up on a personal and institutional basis. Trustees should encourage attendance at the annual meeting. There is also a trustees organization, NELTA, which specifically meets the needs of trustees.

The American Library Trustees Association

ALTA is a division of the American Library Association. The object of ALA is to extend and improve library service and librarianship in each state and

throughout the world. In joining ALA a trustee elects to become a member of ALTA. He receives a subscription to the ALTA Bulletin, issued monthly, as well as publications of other ALA divisions to which he may belong. Frequently the President of NHLTA attends the annual conference to bring back news and ideas to this State.

OLD NASHUA PUBLIC LIBRARY



NEW NASHUA PUBLIC LIBRARY

ROLE OF THE STATE LIBRARY

The State Library, under the supervision of the State Library Commission, has seven divisions: the Law and Legislative Reference Division serves the State's judges, lawyers, and legislators; the Reference and Loan Division provides reference and loan services to the people of New Hampshire directly and indirectly through interlibrary loan. The Extension and Library Development Division serves the State's public libraries providing consultants, bookmobile service, and film services. Other divisions are the Technical Services Division providing cataloging services and the State Document Depository collections in up to twenty-five libraries located geographically throughout the State; the Division of Library Services to the Handicapped providing talking books and other special materials and equipment; the Institutional Libraries Division serving the libraries located in the six State-supported institutions; and the Administration Division.

Many a local collection is enriched by supplemental collections of books from the bookmobiles. Local libraries seeking specific titles for patrons may borrow them from the State Library or through its union catalog.

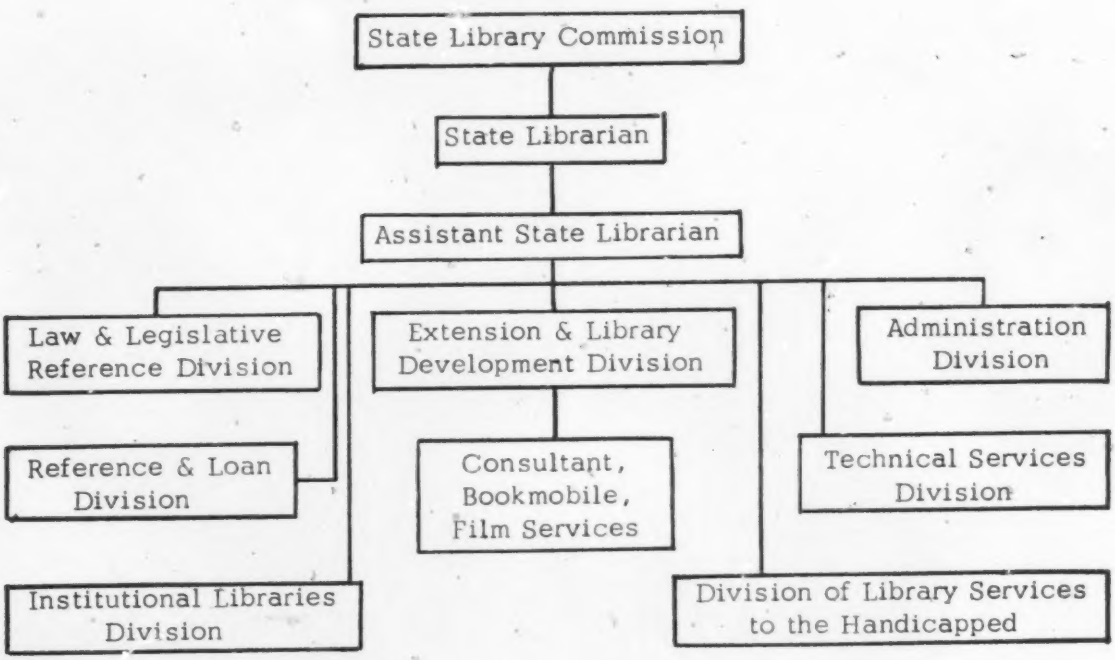
The division consultants provide valuable professional advice, assistance and encouragement to local libraries. Each consultant in addition to regional duties concentrates on a special area -- public relations, childrens' services, adult services, public library administration, and film and audio-visual services.

To libraries which have elected to join the Statewide Library Development Program, the professional staff at the State Library offers without cost a catalog card service resulting in savings of time and money. Each regional consultant also serves as secretary to his respective area District Advisory Council and helps with programs and workshops.

The State Library issues Granite State Libraries, a regular bulletin of New Hampshire library news, the annual Directory of New Hampshire Libraries and Library Statistics.

The staff of the State Library stands ready at any time to help not only the local library but all library trustees.

NEW HAMPSHIRE STATE LIBRARY, CONCORD



ROLE OF THE FEDERAL GOVERNMENT

The Office of Libraries and Learning Resources of the U. S. Office of Education, under the Department of Health, Education, and Welfare, administers the program for the extension of library service under the Library Services and Construction Act. Originally it was designed to serve rural areas only, but in 1964 it was broadened to include cities as well.

Latest information about federal grants and loans available for library projects can be obtained through the State Library. It frequently receives funds for special projects which will improve library service. Formal application must be made for consideration and selection. Occasionally, funds are available from other federal departments. Congressmen, regional commissions and local officials should keep the trustee aware of possible project funding. However, it is well to contact them when the need arises.

The most available source of federal funds is revenue sharing. Each town and city receives an amount annually. If libraries need funds for a special purpose, revenue sharing should be considered. Libraries should seek approval from the selectmen and post an article in the Town Warrant to be voted on by the Townspeople. In cities the funds must be applied for through the Council.

ABBREVIATIONS IN OUR LIBRARY WORLD

SLC	State Library Commission
SLDP	Statewide Library Development Program
DAC	District Advisory Council -- Southeast, Southwest, Central, North Country
NHAC on L.	New Hampshire Advisory Council on Libraries
NHLC	New Hampshire Library Council
NHLA	New Hampshire Library Association
NHLTA	New Hampshire Library Trustees Association
FNHL	Friends of New Hampshire Libraries
NHEMA	New Hampshire Educational Media Association
ALNH	Academic Librarians of New Hampshire
NHCUC	New Hampshire College and University Council
NHHLA	New Hampshire Hospital Librarians Association
NHUPLC	New Hampshire Urban Public Libraries Consortium
MILC	Manchester Interlibrary Cooperative
NHMA	New Hampshire Municipal Association
NERC	New England Regional Commission
NELB	New England Library Board / Panel of Councilors
NELINET	New England Library Informational Network
NELA	New England Library Association
NELTA	New England Library Trustees Association
NEEMA	New England Educational Media Association
NEDCC	New England Documents Conservation Center
NESS	New England Serials Service
CLENE	Continuing Library Education Network & Exchange
ALA	American Library Association
ALTA	American Library Trustees Association

SERVICE CENTER LIBRARIES

NORTH COUNTRY DISTRICT
- Berlin
- Lancaster
- Littleton
- Plymouth

CENTRAL DISTRICT
- Dover
- Franklin
- Laconia
- Rochester

SOUTHEAST DISTRICT
- Exeter
- Manchester
- Milford
- Portsmouth
- Salem

SOUTHWEST DISTRICT
- Claremont
- Hanover
- Newport
- Peterborough

APPENDIX A
Sample Statement of Policies

WADLEIGH MEMORIAL LIBRARY: POLICIES OF GOVERNMENT

I. GENERAL OBJECTIVES

A. To assemble, preserve and administer, in organized collections, books and related educational and recreational material in order to promote and stimulate knowledge, wisdom, culture and pure enjoyment for all citizens.

B. To provide a place where inquiring minds may encounter the original, sometimes unorthodox, and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition in ideas.

C. To present lectures, concerts, films or related programs from time to time which might add to the enlightenment or recreation of the community.

D. To cooperate with the school and school libraries wherever possible.

II. WHO MAY USE THE LIBRARY

A. The library will serve all residents of the town of Milford. Persons residing outside the geographical area but owning property or attending schools or employed in Milford shall be considered residents.

B. Adult non-residents may borrow books by obtaining a Statewide library card from their home towns.

C. Children may receive cards when their parents feel they are responsible; usually at the time they enter school. They should be able to print their first and last names.

D. Use of the library or its services may be denied by the librarian for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.

E. Borrowers shall be charged 2¢ a day for overdue books; 5¢ a day for overdue records. The maximum fine on all items shall be $1.50. Fines for unclassified paperbacks shall never exceed 10¢.

III. BOOK SELECTION

A. The library will adhere to the tenets as set forth in its Policy for the Book Selection Committee, the Library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association.

IV. TRUSTEE DUES

A. Annual dues for membership in the New Hampshire Library Trustees Association shall be paid from library funds.

V. DISPLAYS AND EXHIBITS

A. Announcements of music and drama events, civic programs and similar items may be displayed in the library by permission of the librarian.

B. Hobby, craft and art exhibits are encouraged but are displayed at the owner's risk.

C. No materials, leaflets, or posters which advocate the election of a candidate, political or otherwise, shall be displayed in the library.

D. No organization or individual shall be permitted to place in the library any box, receptacle, or canister which solicits money donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise. Neither will petitions be allowed.

VI. GIFTS AND MEMORIALS

A. Books and other materials will be accepted on the condition that the library has the authority to make whatever disposition it deems advisable. All material so acquired must be designated as a gift.

B. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees and to the governing body of the Town of Milford.

C. Personal property, art objects, portraits, antiques and other museum objects will be accepted at the discretion of the trustees.

D. The library will not store materials which are not outright gifts.

VII. MEETING ROOM ON 2ND FLOOR

A. The meeting room may be used free of charge subject to the regulations pertaining to its use. Reservations shall be made with the librarian.

VIII. LIBRARY HOURS

A. The library will be open at least 45 hours weekly.

IX. BOARD OF TRUSTEES

A. The Board of Library Trustees of the town of Milford shall consist of six members elected by the citizens of Milford. They are elected for a term of three overlapping years. If vacancies occur, members are appointed by the Board of Selectmen to complete the year.

B. At least ten monthly meetings shall be held yearly. Special meetings may be called by the chairman at the request of three trustees. A quorum shall consist of four trustees.

C. Amendment to these policies may be proposed at any regular meeting and shall be made known to members not present and shall be voted on by a majority of the members at the next meeting.

Adopted 1973 by the Board of Trustees, Milford, N.H.

WADLEIGH MEMORIAL LIBRARY: PERSONNEL POLICY

Classification: Class 1....Head Librarian
2....Assistant Librarian
3....Hourly employees
4....Custodian

I. Eligibility for employment

A. Class 1 & 2: High school or college diploma with certification of completion of Public Library Techniques course or Library Science degree.

B. Class 3: High school diploma. Ability to type desirable for first three classes.

C. Staff appointment by head librarian subject to Board of Trustees' approval. No political appointments or appointments as Board favors.

II. Salary Schedule

A. Salaries and hourly rate of pay to be determined by Board of Trustees. Increments to be determined by Board with recommendations of head librarian for last three classes.

III. Vacation Schedule

Class 1: Two weeks in first year (not prior to six months employment)
Three weeks in completion of two years employment
Four weeks in completion of four years employment
Class 2: Two weeks after first full year employment
Three weeks after fifth full year employment
Class 3 & 4: Personnel employed a minimum of 1000 hours per year- one week.

Vacations will be scheduled at the discretion of the head librarian.

IV. Sick Leave

Class 1 & 2: One day per month accumulative to 30 days.

Illness in excess of 5 days must be verified by a doctor's statement.

V. Holidays

New Years Day
Washington's Birthday
Fast Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving
Christmas Day

VI. Retirement & Resignation

A. Social Security automatically for all classes.

B. Retirement at age 65.

C. One month's written notice of resignation to Board of Trustees.

VII. Working conditions

A. Class 1 & 2: Expenses to library courses, meetings, workshops, conferences to be borne by library; same for Class 3 where possible.

B. The work schedule is arranged by the head librarian.

VIII. Insurance

A. Class 1 & 2: Participation in State Retirement Fund.

B. Class 1 & 2: Health Insurance covered by the Town of Milford.

C. Workmen's Compensation for all employees.

APPENDIX B

BUDGET

	Small Library	Medium Library	Large Library
Wages Includes social security and fringe benefits	Less than 50%	60 - 65%	65 - 75%
All library materials	20 - 35%	15 - 20%	10 - 15%
Maintenance Varies greatly with facility	3%	5 - 10%	10 - 15%
Operations Includes utilities, supplies, staff expenses, etc.	12 - 25%	8 - 15%	5 - 15%

Each library must of course be different just as every community has different needs and wants. These percentages are a general average of a sample of New Hampshire libraries.

APPENDIX C

SELECTED READING LIST FOR LIBRARY TRUSTEES

American Library Association, Public Library Association. Interim Standards for Small Public Libraries: Guidelines Toward Achieving the Goals of Public Library Service. Prepared by the Subcommittee on Standards for Small Libraries. Chicago, American Library Association, 1962.

American Library Association, Public Library Association. Minimum Standards for Public Library Systems, 1966. Prepared by the Standards Committee and Subcommittees. Chicago, American Library Association, 1967.

American Library Association, Public Library Association. A Strategy for Public Library Change: Proposed Public Library Goals - Feasibility Study. Chicago, American Library Association, 1972.

The Bowker Annual of Library and Book Trade Information. New York, R. R. Bowker Company.
A one-volume reference shelf of activities, organizations, and statistics published annually.

Bruton, Quintetta. "What Makes a Good Library Trustee?" Reprinted from a special trustee edition of the Florida State Library Newsletter, September 1966. Vermont Libraries, vol.2, no.2 (February, 1972), 41.

Galvin, Hoyt R., and Martin Van Buren. The Small Public Library Building. Paris, United Nations Educational, Scientific and Cultural Organization, 1959.

Gross, George L. "The Job of the Library Trustee," The Bookmark XX (November, 1968), 38.
A short article on the place of the trustee in the building team. Again, the stress is upon the trustee as the person who relates the building plans to the community. Also shows the need for his help during the bond issue, e.g., helping to pick a time to avoid other tax-supported projects.

Hall, Anna G. The Library Trustee. Chicago, American Library Association, 1937.
A question-and-answer treatment of problems faced by trustees based on the 1927 "Trustee and His Library" and prepared for the Trustees Section of the American Library Association.

Holden, Barbara B. The State Trustee Organization. ALTA publication no.2. Chicago, American Library Trustee Association, 1968.

Leigh, Robert D. Public Library in the United States. New York, Columbia University Press, 1950.
A broad discussion of the many factors influencing public library service in the United States, summarizing the findings of the Public Library Inquiry.

Myller, Rolf. The Design of the Small Public Library. New York, R. R. Bowker Company, 1966.

National Commission on Libraries and Information Science. Toward a National Program for Library and Information Services: Goals for Action. Washington, NCLIS, 1975.

Shaffer, Kenneth R. Twenty-Five Cases in Executive-Trustee Relationships in Public Libraries. Hamden, CT, Shoe String Press, 1960.
Case studies illustrating common problems encountered by trustees in dealing with librarians and municipal governments.

Sinclair, Dorothy. Administration of the Small Public Library. Chicago, American Library Association, 1965.

The Small Public Library: A Series of Guides for Community Librarians and Trustees. Chicago, American Library Association, 1963. (Small Library Pamphlets)

Wallace, Sarah Leslie, editor. Friends of the Library: Organization and Activities. Chicago, American Library Association, 1962.

Wessells, Helen E. The Public Library--For Lifelong Learning. Washington, U. S. Office of Education, 1961.
An excellent presentation on the educational functions of public library service.

Wheeler, Joseph L., and Herbert Goldhor. Practical Administration of Public Libraries. New York, Harper & Row, 1962.
"...a guide to management principles and their practical application in public libraries." Valuable for its extensive bibliographies.

White, Ruth M., editor. Public Library Policies--General and Specific. Public Library Reporter, No. 9. Chicago, American Library Association, 1960.
A fine study on the importance of policy with specific examples from a number of libraries. Many areas for policy statement are covered.

Winser, Marian Manley. A Handbook for Library Trustees. New York, R. R. Bowker Company, 1959.

Young, Virginia G. "The Trustee of a Small Public Library." Number 3 of the series: The Small Public Library. Chicago, American Library Assoc., 1962.

Young, Virginia G. The Library Trustee; A Practical Guidebook. 2d ed. New York, R. R. Bowker Company, 1969.
The most recent, comprehensive book on trusteeship.

ITEMS OF SPECIAL INTEREST TO NEW HAMPSHIRE LIBRARY TRUSTEES

Ad Hoc Committee to Study the Functions of the New Hampshire State Library. Report. Concord, New Hampshire State Library, 1972.

Ford, Joseph P., and John T. Holden. A Study of Library Service in New Hampshire. Durham, NH. Governmental Series No. 10, June 1961. Department of Government, University of New Hampshire.

Ford, Joseph P. A Study of Library Trust Funds in New Hampshire. Concord, New Hampshire State Library, 1968.
Based on previous research by Professor William Carter, formerly of Dartmouth College.

Libraries Are For People: A Statewide Library Development Program for New Hampshire. Report of the Governor's Committee for Better Libraries. Durham, NH. Governmental Series No. 12, January 1963. Department of Government, University of New Hampshire.

Library Statistics. Published annually. Concord, New Hampshire State Library.

Little (Arthur D.), Inc. A Plan for Library Cooperation in New Hampshire: Report to New Hampshire State Library. Cambridge, MA, Arthur D. Little, 1967.

Long-Range Program for Library Service in New Hampshire. Concord, New Hampshire State Library, 1972-to date. Revisions published annually.

New Hampshire Library Laws. N. H. Revised Statutes Annotated 1955 as Amended to Date. Concord, New Hampshire State Library, 1974.
Periodic revisions.

New Hampshire Library Trustees Association. A Survey of New Hampshire Library Trustees and Their Boards, 1975. Concord, NHLTA, 1975.

Shifting Patterns of Library Service in New Hampshire: A Proposal for New Directions. Prepared by Rachel B. Sanborn and Jacqueline Jordan. Concord, New Hampshire State Library, 1975.

APPENDIX D

LIBRARY BILL OF RIGHTS

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information, and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

Adopted June 18, 1948; Amended February 2, 1961, and June 27, 1967, by the ALA Council.